

# AIR NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES  
OFFICE**  
Washington National  
Guard  
Building 33, Camp Murray  
Tacoma, WA 98430-5130

**Announcement number**  
10-159-ANG

**Opening Date**  
21 October 2010

**Position Title, Series & Grade**  
Human Resources Specialist (Mil)  
GS-0201-12

**PD Number:**  
80434000

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30  
(3:30 IF TURNED IN AT 141 ARW REMOTE HRO) ON:**

5 November 2010

**Location of Position:**

HQ WA ANG  
Camp Murray, WA

**Baseline physical**

An employment physical may be required within 90 days of employment per OSHA regulation and NGB\* \*this physical will be used to determine fitness and eligibility for continued employment.

**Salary Range:**

\$73,420 PA to \$95,444 PA

**Website address:**

[http://mil.wa.gov/jobs/federal\\_job\\_ops.shtml](http://mil.wa.gov/jobs/federal_job_ops.shtml)

## Appointment Factors

### Area of Consideration

☐ **Area A - Nationwide Excepted:**

Anyone eligible for immediate enlistment and/or commissioning in the Washington Air National Guard.

☒ **Area B - In-state Excepted:** All participating members of the Washington Air National Guard.

☒ **Area C - In-service Excepted:** All presently employed permanent excepted technicians, indefinite excepted technicians, and AGR members with excepted technician reemployment rights to the Washington Air National Guard.

☐ **Area D - In-service Competitive:** All presently employed permanent competitive technicians of the Washington Air National Guard.

### CURRENT BARGAINING UNIT STATUS

☐ Bargaining Unit

☒ **Non-Bargaining Unit**

### Appointment Factors:

☒ **Officer**    ☐ Enlisted    ☐ Warrant Officer

☐ NDS (Competitive)

☐ Permanent    ☒ **Indefinite\***    ☐ Temporary\*

**\*This is an obligated position (current occupant is on a Military Tour). If an individual employed in the excepted civil service accepts this position, he/she will receive an indefinite appointment. If a Reduction-In-Force occurs and/or the military tour member reclaims this position, the indefinite appointee will have no reemployment rights to his/her former position or any other position. If the military tour member, having reemployment rights to this position, does not exercise his/her rights within 5 years, and funding level and employee manning levels permit, incumbent may be converted to permanent technician status without further competition. \*\*Permanent employees may apply. Management reserves the right to determine tenure at time of selection.**

## Military Assignment & Grade Requirements

**AFSC:** 38F3

Applicants need not be assigned to the position or possess the AFSC to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain AFSC within 1 year of appointment action.

**Military Grade Available:**

O-1 thru O-5

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

## Permanent Change of Station

- ☒ PCS expenses are not authorized ☐ PCS expenses are authorized  
☐ PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.

## AGR announcement

This position is also being offered as an AGR position. See Military Vacancy Announcement **21-002-ANG**

## Minimum Requirements for Consideration

**General Experience:** Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

**Specialized Experience:** Must have **36** months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.

**Other Requirements:** Must have or be able to acquire a **SECRET** security clearance.

## The Following Selective Placement Factors (SPFs) Will Be Considered in the Evaluation Process

**Element I** – Knowledge of and experience in the Air National Guard leadership and management concepts, practices and objectives.

**Element II** – Knowledge of the organization and its mission.

**Element III** – Ability to deal effectively with personnel at all levels of command.

**Element IV** – Ability to communicate effectively, both orally and in writing, with personnel at all organizational levels.

**Element V** – Ability to manage multiple tasks while handling a large volume of work, with frequent interruptions.

**Element VI** – Ability to plan, organize and coordinate activities to support the mission performance and combat readiness requirements and objectives of WA ANG units and all customer / supported units.

**Element VII** – Knowledge of and ability to perform the following personnel programs: Officer Command Record Group Management, Unit Manning Documents (UMD), Enlisted and Officer Promotion Programs and Active Guard Reserve Program.

## Summary of Duties

This position is located in State Air National Guard (ANG) Headquarters. The purpose of this position is to provide staff assistance, guidance, and direction concerning ANG personnel, administration, training, recruiting, retention, incentive, and budgetary matters to the Director of Staff, the Adjutant General, the Assistant Adjutant General (Air), state ANG staff and state ANG units, and to provide supervisory guidance to assigned State ANG Headquarters personnel. Provides state level coordination of all military personnel programs. Responsible for the management of the State ANG Selective Retention Program. Serves as principal assistant to the Director of Staff. Manages the State Officer Performance Report Program. Manages the federal and state ANG Military Awards Program. Responsible for supervisory personnel management functions. Performs other duties as assigned.

## Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

**Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.**

## How to Apply

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:

- MIL Form 175 "Application for Technician Vacancy"
- MIL Form 174 "Chronological Listing of Military Service"
- OF 306 "Declaration for Federal Employment"
- SF 181 "Race and National Origin Identification"
- SF 256 "Self-Identification of Handicap"
- Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
- One of the following:
  - a) OF 612 "Application for Federal Employment"
  - b) Personal Resume, or
  - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. **IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.**
- Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

\*\*To obtain forms online go to: [http://mil.wa.gov/jobs/federal\\_job\\_ops.shtml](http://mil.wa.gov/jobs/federal_job_ops.shtml)

**\*\*Mail or Hand Deliver** forms to: HRO Attn: Staffing Section  
Building 33, Camp Murray  
Tacoma, WA 98430-5130

**(Faxed and Scanned copies will not be accepted)**

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

**\*Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.

4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.

**5. EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

**For additional information:** HRO STAFFING SECTION  
Phone (253) 512-7835  
DSN 323-7835